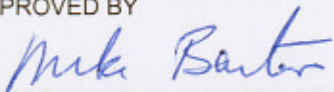
 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.2em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">02.01.070</div>	PAGE <div style="text-align: center;">1 of 2</div>
		EFFECTIVE DATE <div style="text-align: center;">April 3, 2006</div>	
SUBJECT <div style="text-align: center; font-weight: bold;">Identification Cards</div>		SUPERSEDES <div style="text-align: center;">21-3001</div>	DATED <div style="text-align: center;">November 1, 1984</div>
CHAPTER <div style="text-align: center; font-weight: bold;">Administration</div>	SECTION <div style="text-align: center; font-weight: bold;">General Administration</div>	APPROVED BY <div style="text-align: center;">  </div>	

PURPOSE

This formalizes the policy and procedure of the department on State of Alaska employee identification cards for employees of this department.

POLICY

Approval will be provided for an employee identification card only when an employee needs evidence of identity as a state employee in connection with regular assigned job duties. Travel alone is not a sufficient reason for an employee to have an employee identification card.

An employee will use an employee identification card only in connection with the performance of job duties.

Employee identification cards are state property. Employees are responsible for safeguarding their employee identification cards from loss and misuse, and for reporting loss or misuse when discovered. On termination of state employment, transfer to another agency, or job duty changes that eliminate the need for the employee identification card, the employee will surrender the card to the employer.

PROCEDURE

The Department of Administration, Division of Motor Vehicles (DMV) issues employee identification cards. A current Alaska driver license or state identification card is needed in order to apply for an employee identification card.

To request a card, an employee completes and signs an *Application for State of Alaska Employee Identification Card* (form 478) available at:

<http://www.state.ak.us/local/akpages/ADMIN/home.htm>

The form requires department approval. To be approved, the form must be signed first by the employee's immediate supervisor. The immediate supervisor's signature verifies that the employee needs evidence of identity as a state employee in connection with

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regular assigned job duties. Supervisors are cautioned to approve applications only when a compelling business need exists.

The application is then sent to the commissioner for final approval. The commissioner returns the application to the employee.

The employee appears in person at any Alaska DMV office with the fully signed form and the required current Alaska driver license or state identification card. The employee identification card will normally be issued the same day.

There is no charge to the employee, but the DMV will charge DOT&PF a small fee for each card issued. The employee is responsible for providing financial coding to the administrative manager in the headquarters office of the Division of Administrative Services in Juneau (mailstop 2500).

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Supervisors, employees who need or possess identification cards

DISTRIBUTION

All department employees via the DOT&PF website